

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Subject: Notice of Layoff

Dear [Employee Name],

I am writing to formally notify you that [Company Name] is currently undergoing a structural downsizing. As a result of this reorganization, your position as [Job Title] is being eliminated, effective [Last Working Date].

This decision is based strictly on business operational requirements and does not reflect your personal performance or contributions to the company. We understand this is difficult news and want to thank you for your service.

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], which will include payment for all hours worked up to your final date and any accrued [unused vacation/PTO].
- **Severance:** [Details of severance package, if applicable, or reference to an attached document].
- **Benefits:** Your health insurance coverage will continue until [Date]. Information regarding COBRA and benefit extensions will be sent to you via [Mail/Email].
- **Company Property:** Please return all company property, including [laptop, keys, badges], to [Department/Person] by [Date].

If you require a letter of recommendation or have questions regarding your transition, please contact the Human Resources department at [Phone Number] or [Email Address].

We wish you the very best in your future professional endeavors.

Sincerely,

[Signature]  
[Your Name]  
[Your Title]